

Outline of Remarks for Forms Management

Workshop

-26, 27 Oct 61, at 1402 "I"

The purpose of this Workshop is to continue the objective of the DDS to provide more training in all fields of Records Management for the Agency Records Officers. You are familiar with the objectives of a greater decentralized program. Ten Workshops have already been held this year -- Subject Filing, Shelf Filing, and Records Center Operations. This Workshop today is the forerunner of additional training in the design and analysis of Forms which will be provided you at a later date.

I asked GSA to put on this Workshop for us because they have more professional know-how in this field than anyone else in Government or industry. Also, this is an opportunity to get an independent viewpoint about Forms Management. The gentlemen who are here today from GSA are well equipped to present the subject to you. They have TS clearance and our Office of Security and the DDS approved them being here. I should like to introduce to you now Mr. Joseph Bradt, Head of the Records Management Division of GSA, 3rd Region Office. I have known Joe Bradt for some time. We are both alumni of the Civil Service Commission.

We have had a very active Forms Management Program in the Agency. In 1954 we had almost 1100 forms under control. Since then more than 2,000 new ones have been brought within the scope of our Forms Management Program. Simple addition would give us today over 3,100 forms; however, we have been able to eliminate over 1,200 and as a consequence, less than 2,000 are needed today. This, I think, is Forms Management in action, not in theory. It is a continuous cost reduction effort to put well designed and efficient-to-use forms in the hands of our people.

As we have increased our Forms Analysis action, the average annual usage per form has decreased from over 19,000 copies in 1955 to less than 13,000 copies per form today. This means the avoidance of printing,

handling and stocking of almost 12 million forms for this year. On the other side of the picture there is still a big job to be done. In addition to providing a continuous service on the forms already under control, there is the staggering task of rounding up and analyzing the thousands of bootleg forms that the "do-it-yourself" addicts have developed. It is for these reasons that we need to continue paying attention to forms problems.

Alternate Paragraph (for Mr. Westgate)

I would like to introduce to you now Mr. John Westgate, Management Analyst of the 3rd Region of GSA. John began his Government service with the Federal Bureau of Investigation about 20 years ago. He has also had experience in the Department of the Navy, US Marine Corps, and the Marine Corps Institute. John has a degree in Management Engineering and has also done Post Graduate work in this field. He has been conducting Management Surveys for the GSA and is currently presenting Records Disposition Workshops in the Federal Aviation Agency.